

## Arkansas State Specific Examination Policies and Procedures

All licensure candidates qualified to take the Arkansas State Specific Examination must review the following information prior to sitting for the exam. Violating any terms stated in this agreement is cause for dismissal or exam invalidation.

### Admission Requirements

Examinees must present their Exam Authorization and current, signed, government-issued photo identification, such as a driver's license or passport (a student ID card is not acceptable). Examinees must report to the exam site by the designated time, you will not be admitted after the exam instructions begin.

### Approved Calculators

Examinees must comply with the NCEES calculator Policy in effect at the time of examination. For more information, visit [www.ncees.org/exams](http://www.ncees.org/exams).

### Grounds for Dismissal and/or Invalidation of Results

If any of the prohibited items below are found in an examinee's possession after the exam begins, the item will be confiscated and you will be dismissed. No refund will be provided to examinees dismissed from the exam.

- Having a cell phone
- Having loose papers, scratch papers, legal pads, writing tablets, or unbound notes
- Having a device with copying, recording, or communication capabilities. These include but are not limited to cameras, pagers, PDAs, radios, headsets, tape players, MP3 players, calculator watches, electronic dictionaries, electronic translators, transmitting devices, and digital media players such as iPods.
- Having a calculator that is not on the NCEES-approved list
- Copying from another examinee's exam booklet or colluding with other examinees
- Beginning the exam before the proctor instructs you to do so
- Failing to stop writing when time is called
- Writing on anything other than your exam booklet
- Removing pages from your exam booklet

### Reference Materials

This is an open-book exam. Examinees must bring their own reference materials.

- All reference materials must be bound and remain bound during the exam. *Bound* refers to (1) materials permanently bound, as by stitching or glue, and (2) materials securely fastened in their covers by fasteners that penetrate all papers. Ring binders, spiral binders, plastic snap binders, brads, and screw posts are acceptable fasteners. Staples are not acceptable fasteners. Writing tablets and legal pads are not allowed. Examinees may tab reference books before the exam with Post-it<sup>TM</sup> type notes and flags, but pads of Post-it notes and flags are not permitted in the exam room.
  - Examples of things you MAY bring in the exam room: Standard Charts, Graphs, Quick References, Standard Textbooks and Manuals.

### Personal Items

Personal items are the sole responsibility of the examinee. The state board, exam proctors, or site facility will not be responsible for any lost, misplaced, or stolen items. During the exam, examinees:

- May bring snacks (e.g., hard candies, candy bars, gum),
- May bring nonalcoholic drinks (as long as having them does not disturb other examinees;
- May wear wristwatches or place them on the table. Small clocks must be placed on the floor;
- May NOT wear hoods (e.g hooded sweat-shirts) or hats with brims. Head coverings that qualify as religious apparel are permitted.
- May NOT use slide or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).
- May NOT bring weapons of any kind.
- May NOT bring tobacco products or personal chairs.

### Items Permitted on the Desktop

Examinees may have these items on the desktop during the exam: exam booklet, ID, admission notice, approved reference material, NCEES-approved calculators, small snacks, and two straightedges such as a ruler, scale, triangle, or protractor.

### Exam Irregularities

Fraud, deceit, dishonesty and other irregular behavior, in connection with the taking of the exam, is prohibited. Irregular behavior includes but is not limited to copying or allowing the copying of exam answers; failing to work independently; possessing prohibited items; communicating with other examinees or any outside parties by way of telephones, personal computers, the Internet, or any other means during the course of an exam; surrogate testing or other dishonest conduct; disrupting other examinees; creating any safety concerns; failing to cease work on the exam when time is called; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam without authorization, before, during, or after the exam administration.

The chief proctor is authorized to take appropriate action to investigate, stop, or correct any observed or suspected irregular behavior, including discharging examinees from the exam site for prohibited activities and confiscating any prohibited devices or materials. Examinees must cooperate fully in any investigation of a suspected irregularity. Examinees or other persons implicated in an irregularity will be identified to the state board, which may invoke additional sanctions. The Board reserves the right to pursue all available remedies for exam irregularities, including canceling results and pursuing administrative, civil, and/or criminal remedies. Examinees implicated in an irregularity will not receive exam results and will not be eligible for a refund of exam fees.

## Remedies for Testing Errors and the Boards Response to Disruptions in Testing and Potential Compromises

In the unlikely event that a mistake occurs in; printing, handling, processing test or registration materials, determining or reporting results (scores), if possible, the Board will correct the error, or permit the affected examinees to retest at no additional fee. These are the **sole and exclusive** remedies available to examinees

The Arkansas Board and its testing agents take steps to ensure standardized administration on test day. If events occur that:

- cause testing to be cancelled or interrupted;
- involve a mistiming on any part of the test;
- result in a deviation from required testing procedures;
- raise concerns about possible advance access to exam content by one or more examinees; or
- otherwise disrupt or compromise the normal testing process;

The Board will determine whether corrective action is warranted, which could include canceling results or not scoring answer documents. If the Board determines that corrective action is necessary, affected examinees may retest at no additional fee (normally on a future national test date), unless the affected examinees caused or were involved in the conduct that resulted in the need for corrective action, in which case the Board will have the right to withhold this option. If the Board offers a retest and an examinee selects that option, the examinee may be required to retake the entire exam in order to produce a valid result. These are the **sole and exclusive** remedies available to any examinee that is affected by disruptions in testing or a potential exam compromise.

## Special Testing Accommodations

The Arkansas Board must receive testing-accommodation requests by the registration deadline. Requests for accommodations are required for each exam administration. Call the Board for more information.

## Intellectual Property Rights and Exam Security

All exams are copyrighted works. Examinees are strictly prohibited from copying, discussing or disclosing any exam questions, problems, answers or solutions. Either by oral, written (including, Internet blogs, chat rooms) or any other communication format or media.

## Administration & Specifications

The exam will be administered at a location selected by the Board. The format and content of the Exam has been determined by an Exam Committee consisting of Arkansas Professional Surveyors and approved by the Board.

**BEGINNING IN APRIL 2013**, the examination will be administered in two parts with one part being on the USPLSS and related topics and the other on topics as listed below.

Each part will be graded and scored separately and an acceptable score will be set on each part. An examinee must achieve an acceptable score on both parts to pass the exam. In addition:

- Each part will be one (1) hour in length;

- An examinee making an acceptable score on one part but not the other will be required to take only the other part at a subsequent administration;
- An examinee taking for the first time or that has not achieved an acceptable score on both parts must continue to take both parts and cannot choose to take only one;
- The time limit for taking and achieving an acceptable score on both parts will be the same as prescribed in Article 11.D. for all examinees.
- The fee for taking both or only one part will be the same as provided for in Article 9.B.;

The total point value will be distributed among the following subjects and according to the designated percentages:

<u>Topic</u>	<u>Point Percentage</u>
<b>PART A</b>	
Resurveys and Retracements	17%
Calculation problems on the USPLSS	17%
The GLO system and its procedures	16%
<b>PART B</b>	
AR Minimum Standards for Boundary Surveys	17%
State Statutes and Licensing Board Rules	16%
State Plane Coordinate System	10%
Riparian Boundaries	7%

Questions will be mostly multiple choice and each will have an assigned point value. Part A will also have 3-5 numerical calculation problems and these will have the highest point values. Unlike the multiple choice questions, there may be also be partial credit available according to predetermined criteria in a grading key and awarded depending on the approach taken even if it results in the incorrect answer.

## Study Material

To help prepare for the exam we suggested reviewing the following:

- From the State Surveyor's office contact Kami Sharp, Executive Assistant, [Kami.Sharp@Arkansas.gov](mailto:Kami.Sharp@Arkansas.gov) for:
  - The U.S. Public Land Survey System for Arkansas by Elgin & Knowles
  - Legal Principles of Boundary Location For Arkansas by Elgin & Knowles
  - Handbook for AR Surveyors.
- From our Rules/Regs/Standards page at [www.pels.arkansas.gov](http://www.pels.arkansas.gov):
  - The Arkansas Minimum Standards for Property Boundary Surveys & Plats Revised May 21, 2009.
  - AR State Laws and Rules
- Other suggested reading:
  - GLO (General Land Office) Instructions and Procedures
  - BLM Manual

## For Additional Information

Contact the office of the Board.